



USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position:

**Advertisement No.** : USAID/14-10

**Position Title** : Secretary

**Number of Positions** : One

**Office** : Clean Energy and Environment Office (CLEEO)

**Grade** : FSN-7

**Location** : The position is based at New Delhi.

**Working Hours** : 40 hours per week, Monday to Friday, 8:30am to 5:00pm

**Education:**

Completion of Secondary School and completion of post-secondary secretarial or business training is required. Bachelor's degree in a relevant subject is desired.

**Experience:**

Three to five years of progressively responsible experience in a Secretarial position. Experience with the U.S. Government Mission in India will be an advantage.

**Duties:**

The Secretary position is located in the Clean Energy and Environment Office (CLEEO), USAID/India. The incumbent provides full range of secretarial and administrative support to the Office Director, and all Office staff. The incumbent works under the immediate supervision and guidance of the Office Director.

Broadly the incumbent's responsibilities include:

a. Correspondence Control:

The Secretary receives, routes, and maintains a log of all incoming and outgoing correspondence and documents; segregates incoming mail, sorting out that which requires the attention of the Office Director and distributing the remainder as appropriate; assembles necessary files and background materials to facilitate review; ensures deadlines and follow up dates are met; reviews all outgoing office correspondence prepared for official signature for compliance with regulations, proper distribution, format, completeness, and grammatical correctness, and assists staff with formatting other outgoing documents; assembles material on assigned subjects and coordinates with other Mission offices for clearances, approval, and signature; maintains official files; maintains and distributes calendar of events; and provides visitor lists to EXO.

b. Reception, Telephone, and Appointments:

S/he provides reception services for the Office, receives visitors, ascertains the purpose of the visit, and, where possible, personally furnishes requested information. S/he maintains the Office Director's appointment calendar and; arranges appointments with high-ranking Government of India (GOI) officials; monitors telephone calls; and receives and relays telephone messages to the Office staff.

c. Conferences and Meetings:

S/he arranges meetings and conferences, and secures and assembles reports and other material for meetings and conferences as required. S/he follows up with staff members to ensure that various commitments made at meetings and conferences are met.

d. Travel and Transportation Arrangements:

S/he makes travel arrangements for the Office Director and other office staff; prepares travel orders, and secures reservations and tickets from travel office; makes hotel and ground transportation arrangements, as required; prepares requests for advance of cash; and prepares travel vouchers.

e. Information Management:

S/he maintains an active filing system for all Office activities; plans and designs the Office filing system, and sets up and maintains files; locates information on assigned subjects; contacts Mission and GOI sources to obtain information required relating to USAID programs and activities; and compiles and maintains statistics and other information for use by the Office staff.

f. Miscellaneous:

The incumbent serves as the Office timekeeper; maintains time and attendance records, and submits attendance reports to the Office of the Controller. S/he maintains office supplies.

Performs other duties and tasks as assigned or required.

**Language:**

Fluency (Level IV) in English and Hindi is required.

**Knowledge:**

The incumbent should have a thorough knowledge of approved correspondence formats and office procedures; a good knowledge of the work program of the office; the duties, priorities, and commitments of the Office Director and staff members; and, Agency/Mission regulations and policies governing Time and Attendance, travel vouchers and per diem, etc.

**Ability and Skills:**

The incumbent should have good working knowledge of Microsoft Office applications, including Excel and other programs.

**Opening Date for Applications** : May 21, 2014

**Closing Date for Receipt of applications:** June 11, 2014 at 1700 hours

**To Apply:**

1. Interested applicants must apply on Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

[http://www.usaid.gov/sites/default/files/documents/1860/ds174\\_0.pdf](http://www.usaid.gov/sites/default/files/documents/1860/ds174_0.pdf)

**Applications not submitted in the specified form will not be accepted.**

2. Submit **print copies** of applications to:  
Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi – 110 021

**Or**

**Electronic Submission to:** [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

3. **Applicants must specify the advertisement number and position title in Column 1 of the Employment Form.** Applications without reference to a specific advertisement number will not be accepted.

**Notes:**

**Probationary Period:** FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

**Compensation:** The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

**Age Requirement:** Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.